



Building and Fire Prevention  
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Morgan Hill, CA 95037-4128  
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[www.morganhill.ca.gov](http://www.morganhill.ca.gov)

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## BUILDING PERMIT SUBMITTAL REQUIREMENTS

### A. PROCESS

A building permit application must be completed and a plan check fee paid at the time of submission. Each sheet of the plans and calculations (two full sets) must be signed by the design professional. Incomplete or inaccurate information may result in rejection or a delay in processing.

Upon submittal of your plans to the Building Division, a minimum of ten working days is required for review. Plans may be routed to the following departments for plan review: Planning, Public Works, Fire Prevention Division and Pretreatment (408) 846-0430.

You may call the Building Division at (408) 778-6480 regarding the status of your plan check. Once comments are received from all reviewing departments, the Building Division will provide those comments to you for corrections. However, you may contact the reviewing department directly if you have any questions regarding their specific comments.

All new commercial/industrial construction requires site approval prior to submitting an application for a building permit. You may contact the Planning Department for assistance with questions regarding site approval at (408) 778-6480.

Applicants for commercial/industrial projects must include a "Hazardous Materials Clearance Form". A list of regulated materials and the Hazardous Material Clearance Form are available at the Building Division.

Permits for restaurants, retail food stores, fruit stands, meat markets, bakeries, pet stores and commercial swimming pools require approval from the Santa Clara County Health Department. For further information, please contact the Health Department at 1555 Berger Dr., Suite 300, San Jose, CA, 95112.

### B. REQUIRED PERMITS

***The best way to determine if a proposed project requires a permit is to contact the Building Division at (408) 778-6480.***

No person, firm, or corporation shall erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish any building or structure in the City of Morgan Hill, or cause the same to be done, without first obtaining a separate building permit for each such building or structure.

1. Building Permits are required for (but are not limited to) the following:

Accessory buildings where the floor area exceeds 120 square feet, carports, detached garages, patio covers, retaining walls, swimming pools, portable spas if not plug-connected, and fences over 6 feet in height.

2. Electrical Permits are required for (but not limited to) the following:

- a. New electrical work.
- b. Additions and alterations to existing wiring.
- c. Equipment installations requiring special connection.
- d. Electric signs.
- e. Power poles.

3. Plumbing and Mechanical Permits are required for (but not limited to) the following:

- a. New plumbing and mechanical installations.
- b. Repairs and replacement of heating appliances and water heaters.
- c. Removal and replacement of defective waste or vent pipes or any repairs requiring the rearrangement of valves, pipes or fixtures in the water or gas system.
- d. Installation of lawn sprinkler valves and water softeners.

4. Demolition permits are required for ALL STRUCTURES that are to be demolished. A Bay Area Air Quality Management District permit will be required prior to the issuance of a Building Division demolition permit. For applications and filing requirements please contact:

Bay Area Air Quality Management District (BAAQMD)  
939 Ellis Street  
San Francisco CA 94109  
(415) 771-6000

(Applications for BAAQMD permits are also available at the City of Morgan Hill Building Division.)

## **C. PLAN REQUIREMENTS**

Each application for a Building Permit shall include a completed Permit Application form and plans and specifications as follows:

1. Single/Multiple Family Dwellings and Residential Additions
  - a. 4 Complete Sets of Plans (*2 stamped and signed by a design professional*)
  - b. 4 Sets of Grading & Erosion Control Plans (if applicable)
  - c. 2 Sets of Energy Calculations (Title 24)
  - d. 2 Sets of Structural Calculations
  - e. 2 Geotechnical Reports
  - f. 2 Sets of Truss Calc's (if applicable)

**Building Permit Filing Requirements**  
**Page 3**

2. Residential Remodels (up to 500 square feet)
  - a. 3 Complete Sets of Plans
  - b. 2 Sets of Energy Calculations (Title 24)
  - c. 2 Sets of Structural Calculations (if applicable)
3. New Commercial and Industrial
  - a. 5 Complete Sets of Plans (*2 stamped & signed by a design professional*)
  - b. 5 Sets of Grading & Erosion Control Plans (if applicable)
  - c. 2 Sets of Energy Calculations (Title 24)
  - d. 2 Sets of Structural Calculations
  - e. 2 Geotechnical Reports
  - f. Hazardous Materials Clearance Form
4. Tenant Improvements
  - a. 5 Complete Sets of Plans (*2 stamped & signed by a design professional*)
  - b. 2 Sets of Energy Calculations (Title 24)
  - c. 2 Sets of Structural Calculations (if applicable)
  - d. 2 Geotechnical Reports (if applicable)
  - e. Hazardous Materials Clearance Form

**Plans and specifications** shall be drawn to scale and printed on a minimum of 24" x 36" paper and shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of all relevant codes, laws, ordinances, rules and regulations.

1. Plans shall include:
  - a. Name and address of owner
  - b. Name and address of person who prepared the plans (with signature)
  - c. Assessor's parcel number
  - d. Lot, block and tract numbers
  - e. Site map
  - f. Location of all utilities and easements
  - g. Square footages divided into areas of dwelling and garage or office and warehouse
  - h. Location on lot
  - i. Occupancy group and type of construction
  - j. Accurate contours and details of terrain and drainage (if applicable)
2. Information that must be shown for all new construction (if applicable) includes:
  - a. The material, size and arrangement of the foundation
  - b. Fireplace and chimney details
  - c. A floor plan showing room size
  - e. Location of electrical and plumbing fixtures and heating equipment
  - f. Energy schedule (Title 24)
  - g. Exterior elevations showing roof pitch, style and material
  - h. Balconies
  - i. Framing details of the structure such as size and grade of framing material, windows and any other information which may be required to provide sufficient data to show compliance with all codes applicable to the structure.
3. Information that must be included for commercial and industrial construction (if

applicable) includes:

Electrical

- a. Main power distribution plan.
- b. Schematic one-line diagram showing wall, floor, ceiling, roof and equipment power plans.
- c. Panel schedules and load calculation.

Mechanical

- a. Descriptions and equipment schedules, including weights for all new equipment.
- b. Cross-section for HVAC and roof screen
- c. Roof plan indicating location of new equipment (and condensate drainage)

Plumbing

- a. Waste and water lines, including fixture unit calculations.
  - b. Condensate drainage
4. Commercial and industrial structures must be designed by an engineer or architect licensed by the State of California. The plans must be wet signed and stamped by this licensed professional.
  5. Grading plans are required to comply with the CALIFORNIA BUILDING CODE, CURRENT EDITION, APPENDIX J.

Deferred submittals may be subject to additional plan review fees.

(Residential & Commercial plan review checklists are available upon request.)

**D. APPLICABLE CODES**

1. California Building Code, Current Edition
2. California Plumbing Code, Current Edition
3. California Mechanical Code, Current Edition
4. California Electrical Code, Current Edition
5. California Fire Code, Current Edition
6. California Energy Code, Current Edition
7. California Residential Code, Current Edition
8. California Green Building Standards, Current Edition

**E. FEES**

Fees which must be paid prior to the issuance of permit may include but are not limited to:

1. Building Permit Fees: For a fee schedule or building valuation data sheet please call the Building Division at (408) 778-6480.
2. Other Fees:
  - a. School District Fees: Call the Morgan Hill Unified School District at (408)201-6085.
    - i. Residential projects:
      1. All new construction (conditioned living space only)
      2. Additions in excess of 500 square feet
    - ii. Commercial projects:
      1. All new construction
      2. Additions (no minimum square footage)
  - b. Public Works Fees: Call the Public Works Department at (408) 778-6480 for impact fees, water meter hook-up fees, encroachment permit fees, etc.
  - c. Fire Sprinklers and Fire Alarm Permit Fees: Call the Building Division at (408) 778-6480.

**F. SPECIAL HOMEOWNER PERMITS**

The homeowner may obtain building, electrical, mechanical and plumbing permits for single family residences only, provided that the owner resides or intends to reside in the dwelling, and that the owner shall not allow any such work to be done except personally or by a member of his immediate family.

**OWNER BUILDER**

If you plan to improve your property and employ persons other than your immediate family, the following information will be of benefit to you. State and Federal laws require that you:

1. Register with the State and Federal Governments as an employer.
2. Withhold and remit income tax for each employee.
3. Pay Social Security costs on each employee.
4. Withhold and remit Social Security costs for each employee.
5. Pay compensation insurance costs on each employee.
6. Withhold and remit Disability Insurance costs for each employee.
7. Pay Unemployment Insurance costs on each employee.

You may construct improvements for sale only under specific, limited conditions. You may construct improvements for rental-occupancy only under specific limited conditions.

You may have portions of the construction built by a licensed contractor.

A business license must be issued by the City of Morgan Hill to each subcontractor, general contractor or supplier. Contact the Finance Department at (408) 779-7237.

You may receive Information about lien laws and other construction matters by contacting the Contractors State License Board at (800) 327-9707 or [www.cslb.ca.gov](http://www.cslb.ca.gov).

If this Guide does not answer all of your questions, you may contact the Building Division for additional information. Office hours are from 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m., Monday through Friday. Phone: (408) 778-6480, Fax: (408) 779-7236.